

**Department of Professional Learning and Innovation**  
**Department Meeting**  
October 12, 2018  
12-1:30 in Kilpatrick 226

**Minutes**

**In Attendance:** Carol Christy, Paulette Cross, Chris Greer, Jane Hinson, Yeprem Mehranian (WE), Cheryl Reynolds, JW Good (WE), Linda Bradley

**Regrets:** Marcia Peck & Diane Gregg (Barbara Roquemore – Professional Leave)

**Welcome & Celebrations**

- Positive, Productive, and Professional updates
  - Chris Greer shared his preparations for the trip to Finland with the COE team
  - Safety and limited damage through Hurricane Michael
  - There is interest in a work session for continuous improvement that would allow programs to share models of tracking and supervision of student clinical hours as well as tools for collecting and analyzing program data.
  - Dr. Christy shared interest and preparation for the International Conference on Learning to be held in Belfast in July of 2019

**Program & Service Updates with Potential Actionable Task List**

**Scheduling Checks & Conversations**

Spring 2019 – Check and Finalize

We have significant needs in Educational Technology due to required service courses. There will be a total of four sections needed for this spring, likely to be covered by 3 part time faculty. Additional service courses for graduate programs will be needed

Our department is covering one of the COE required four GC1Y courses and the only COE required GC2Y course thanks to Yeprem Meheranian's service in this area. We will try to find a second instructor for the Critical Issues in Education section of GC1Y to complete the COE university requirements.

The Tier I Educational Leadership M.Ed. courses need to have the seat limit raised to 35.

We are working on the system to support final clearance of the 1<sup>st</sup> cohort of the Curriculum and Instruction M.Ed. This will be cleared with Dr. Roberts and submitted by David Ladd. Additional conversation will continue to support the tracking process from the beginning of each cohort.

We started conversations regarding summer and fall 2019 – Faculty Preferences, Program Needs, Service Needs, Additional Goals

Additional service courses in EDIT for graduate programs will be needed for the summer. Due to increasing service and program needs, we need to prepare a request for a faculty line, which would help to maintain consistency and facilitate continuous improvement through this rapid stage of programmatic growth.

We are exploring GC1Y and GC2Y possibilities for Maymester and Summer, Teacher Education summer needs, ESOL possibilities, and the doctoral program.

### **Information Items & Reminders**

Campus closures for students – all student activities and courses during the closing will be cancelled. This includes online classes (due to power outages). We can be in contact with students to share information, but not have required due dates or synchronous meetings.

Reminder that the time will be made up through instructor and student negotiation. Just be able to show how you adjusted.

- The Professional Development Money for faculty resides in the department this year. Keep us posted with your requests related to professional travel and learning. Every faculty member has been allotted \$2000 for the year.
- Travel Info and Updates – We will do our best to cover any additional travel for presentations and professional development. If you know of travel that is coming up between now and June 30, 2018, send the basic information expected total cost to help with planning and budgeting.
- Business cards are in your boxes.

### **Follow up for Meetings**

Discuss how our schedule is working

3:30-4:45 November 9<sup>th</sup> (immediately following the COE Faculty Meeting)

Set a Coordinator's Meeting